

June 27, 2001

TO ALL PARTICIPANTS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM

This Request for Offers (RFO) transmits the issuance of the **2001-2002** Filing Cycle Special Instructions for the filing of rates in General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period **November 1, 2001, through October 31, 2002**. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to Request for Offers (RFO) Section 2-4). Participants who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with these instructions.

Please note the following significant changes to the 2001-2002 filing cycle Special Instructions:

1. Move Management Services (MMS), Pre-Payment Audit: This RFO incorporates new Section 2-6.6.8. which addresses the requirement for any household goods carrier/forwarder MMS provider that wishes to become qualified to conduct the prepayment audit of transportation bills upon the request of a client agency to first obtain audit certification from GSA. This provision will be effective November 1, 2001 following the October 31, 2001 expiration of current RFO provisions/rate filings.

2. Basis for Determining Applicable Distance/Mileage: The following provision of this RFO supersedes all mileage references in the Household Goods Tender of Service (HTOS), with regard to determining applicable mileage/distance or Governing Publications. Per this RFO, effective November 1, 2001, auditing of household goods shipments handled pursuant to the HTOS will be based on mileage provided by ALK Technologies, Inc., Version 15 (coincides with PC*Miler 15). The carrier industry will be notified of any future Version updates. Below is the basis for construction of mileage within North America.

~~GENERAL~~ GENERAL: borders closed, shortest mileage, ferry on

For a full description of Default Settings, please refer to: <http://dtod-mtmc.belvoir.army.mil>
Once there, click on "industry" and then on "PC*Miler Default Settings."

3. Terms and Conditions for Bills of Lading Issued for Government Shipments: The following provision of this RFO supersedes any reference to the term "Government Bill of Lading" within the Household Goods Tender of Service (HTOS). Per this RFO, effective November 1, 2001, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118. For a complete description of the terms/conditions, go to <http://policyworks.gov/transportation>, click on "Regulations" and then either on "Transportation Management" (117) or "Transportation Audit" (118).

4. Agency Specific Rate Filings, FAA: Effective with this RFO, the Federal Aviation Administration (FAA) office located in Oklahoma City, Oklahoma will perform all domestic shipments and only the off-shore shipments of Hawaii, Guam, Puerto Rico, and the Virgin Islands. Participants submitting rate offers for off-shore locations must use the format identified in Section 6 using an agency code of FAADC.

5. Separate Billings: All Federal agency household good billings after November 1, 2001, will be billed to the appropriate Federal agency separately, one per voucher. Any agency owing payment to a participant for a shipment of household goods, unaccompanied air baggage, and/or a privately owned vehicle must be billed separately for each element of the shipment.

6. Shipments of Unaccompanied Air Baggage: Effective with this rate filing, all unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 11.3 cube. All participants must have written approval from the GBL certifying officer authorizing any exceptions to the Tri-wall measurements. Participants who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Items which are typically not considered UAB items and are placed in a larger than specified container size on the GBL will not be approved by DOS prepayment auditors.

7. Exceptions to Item 118 of the GRT, Attempted Delivery to Residence From SIT: Provisions in Item 118 of the GRT will not apply when delivery is attempted beyond the hours of 8 AM and 5 PM without the request of the shipper, at a time other than that previously agreed to by the shipper, or within 90 minutes of a prearranged delivery time (RFO 2-7-13).

8. Electronic Rate Filing: In lieu of the floppy disk requirements contained in the DTOS, all offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to formatting requirements specified in RFO Section 6 will not be accepted. NOTE: If your firm intends to transmit its own rate offer via I-FTP instead of using a filing service, you must contact the Program Management Office (PMO) in Kansas City, Missouri in writing on company letterhead and obtain a User ID and Password (RFO Sections 1-1.5 and 1-6).

8. Electronic Re-filings: Technically or otherwise deficient rate filings must be corrected and electronically re-filed within twelve (12) calendar days following notification to the Participant or Participant's Rate Filing Service of a deficiency (RFO Section 1-1.7).

9. Released Valuation: In lieu of Item 190-1 of the Domestic Household Goods Government Rate Tender (GRT), STB-HGB 415-G, or similar provisions, all surface household goods shipments transported pursuant to the provisions of the RFO are deemed to be released at a value equal to \$5.00 per pound times the actual total weight (in pounds) of the shipment (RFO Section 2-7).

10. Special Agency Provisions: In addition to offers for general transportation rates, participants have the option to file agency-specific rates identified in RFO [Section 5-1](#) (including specific rates for an organizational component within an agency identified in RFO [Section 3](#)).

- (a) Department of Veterans Affairs requests offers based on a released value of \$6.50 per pound, capped at a liability of \$110,000;
- (b) Department of State requests offers based on a released value of \$8.00 per pound on international shipments only and has modified transit times for international shipments between the United States and foreign countries (see RFO 3-4.), and;
- (c) United States Department of Agriculture, Forest Service, request offers based on a released value of \$8.00 per pound on international shipments only.

11. Verification of Industrial Funding Fee (IFF): To ensure that the GSA IFF for every shipment is properly accounted for and appropriately applied to the quarter for which the submission is received, GSA is requesting in RFO [Section 2-7.6](#) that carriers furnish shipment identifying information either on or appended to the check register.

12. File Naming Convention: GSA established a file naming convention upon implementation of the Interagency Transportation Management System (ITMS). All Participants submitting rate offers **must strictly adhere** to this File Naming Convention in RFO [Section 7-1](#). Failure to do so will prevent rate offer(s) from being identified in the Participant's directory on the FTP and will result in their not being appended to the rate database for processing and/or automatically rejected.

13. Submission of Rates Via ITMS CD-ROM: Participants which will be submitting rate offers using the ITMS CD-ROM must contact the PMO in Kansas City, Missouri, in writing, if they have not already done so. Requests for an updated version of ITMS to file rates can be sent via fax to (816) 823-3656.

14. Transit Times for Privately Owned Vehicles: All offers submitted for international off-shore general transportation rates and domestic Alaskan general transportation rates will include the establishment of privately owned vehicle (POV) transit times identified in RFO [Section 2-7.2.2.5.3](#). Provisions of RFO [Section 2-7.2.2.5.2](#), [Application of Transit Time](#), and [Section 2-7.2.2.5.2.1](#), [Transit Time Penalty](#), will also apply to the shipment of POVs to the specified locations.

Any comments may be directed to the address identified in RFO [Section 1-6](#).

Sincerely,

/s/ Ed Hodges

Ed Hodges. Director
Centralized Household Goods
Traffic Management Program (CHAMP)
Federal Supply Service Bureau

Enclosure